



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

David Aznavoorian, Chairman
Damin Sutherby, Vice Chair
Rob Kocsmiersky, Clerk
Raymond Lisiecki
Thomas L. Cooke
Laurence Sanford
Paul McDermott

Meeting Minutes April 2, 2015

1) Call to Order

The meeting was called to order by David Aznavoorian at 7:00 p.m. at the Pike House. Present at the meeting were Tom Cooke, Ray Lisiecki, Larry Sanford, Paul McDermott, Damin Sutherby, and Rob Kocsmiersky. Also present was Richard Montuori, Town Manager, and Karen Kucala, Finance Director.

2) FY16 Budget Department Review (subject to change)

Shawsheen Valley Regional Vocational Technical High School

Present was Charles Lyons, Melanie Hagman, Michael Kelley, and Patricia Muese.

Mr. Lyons reviewed the Shawsheen Tech Class of 2015 co-operative placements and noted that presently 211 out of 337 students are working. Mr. Lyons reviewed the breakdown of trades, percentages of students who have co-operative placements, and wages earned.

Mr. Lyons reviewed the Baker Transition Committee's key recommendations; which can be found in detail in Mr. Lyon's presentation.

Mr. Lyons reviewed the Shawsheen Tech budget facts for FY16, which include: Shawsheen Tech's increases are among the lowest in the State. The per pupil expenditures from FY08 to FY14 have increased only 5.0%. During the same time period, local school districts increased expenditures per pupil from as low as 18.8% in Bedford to as high as 41.8% in Wilmington.

The total FY16 budget is \$27,842,983, representing an overall increase of 3.27% or approximately \$882,798. Operating increase of 2.72% and total assessment increase to towns of \$771,171. Tewksbury's total FY16 assessment is approximately \$5,671,070; which is approximately \$167,115 less than FY15.

The increase is made up of: actuarial study (\$7,000), robotics team (\$10,500), catch basin cleaning (\$14,000), NEASC accreditation (\$40,000), contract cleaners (\$60,000),

retirement costs (\$73,000), rain garden (\$150,000), health insurance (\$156,000), and all other (raises, step increases, etc, \$256,500).

Mr. Aznavoorian inquired about technology and asked if they have employed learning management systems, e-books, etc. Mr. Lyons explained that they have not implemented a specific program and noted that they have 17 computer labs throughout the school and are conservative with change as the system has been working well. Discussion took place on a technology task force and replacement program.

Mr. Koscmiersky asked why Mr. Lyons feels the attendance and success rates at the Tech has been so high and Mr. Lyons explained that he feels it is the curriculum and the ability to choose your own shop. Mr. Lyons noted that students cannot participate in co-op unless they have good grades.

Mr. Cooke expressed concerns with the Capital Improvement Plan as it increases every year and overall Tewksbury's enrollment has been decreasing. Mr. Lyons noted that the CIP only increases \$40,000 over a 5 year period.

Mr. Cooke asked when the last time the Shawsheen Tech had an independent audit conducted and Mr. Lyons noted that this is done every year and that he can provide this to Mr. Montuori.

Mr. Lyons, Ms. Hagman, Mr. Kelley and Ms. Muese left the meeting.

Sewer Enterprise

MOTION: Mr. Cooke made the motion to remove the Sewer Enterprise budget from the table; seconded by Mr. McDermott and the motion carried 5-0.

The FY16 Sewer Enterprise budget is approximately \$5,937,295 representing and increase of approximately \$395,819 from FY15. Mr. Montuori noted that there are no salary increases with the exception of step increases and longevity. There is a decrease in salaries due to moving a project manager salary and position to the Engineering department. Mr. Montuori noted that the Board of Selectmen voted to maintain the \$640,000.

Mr. Aznavoorian asked how much borrowing will be done for sewer and Mr. Montuori explained that there will be no borrowings because of the retained earnings.

Mr. McDermott noted that there is approximately \$4.69 million in retained earnings and asked why this is not being spent in FY16. Mr. Montuori explained that it comes down to what can be done with the current staff levels.

Mr. Montuori discussed the Town of Andover's plan to go to sewer and requiring residents to connect. The work could be done in the Dascomb Road area over the next couple of years. Mr. Montuori explained that the town could lose review as a result of this and should be prepared.

Mr. Cooke asked if town meeting approval was obtained for the \$640,000 voted by the Board of Selectmen and Mr. Montuori explained that it is not required. Mr. Cooke asked if Tewksbury State Hospital pays sewer and Mr. Montuori confirmed this.

Discussion took place on the new development Heatherwood; which will have approximately 120 units.

The Capital Improvement Plan will be reviewed at the next meeting. Mr. Aznavoorian requested the members provide their follow up questions as soon as possible for discussion at the next meeting.

3) Town Manager and Finance Director Reports (as applicable)

General Fund Lateral Transfers

No.	Amount	From	To	Reason
36	\$10,000.00	Police – Salaries	Police Dispatch - Overtime	This transfer is requested to fund the dispatch overtime account through June 30, 2015

MOTION: Mr. Lisiecki made the motion to approve Lateral Transfer No. 36 as presented above; seconded by Mr. Kocsmiersky and the motion carried 4-0-1. Mr. Cooke did not take part in this vote or any discussions regarding same.

Reserve Fund Transfers

No.	Amount	To	Reason
GRF-3	\$15,000	Fire Department	Transfer requested for modifications and repairs to Engine 1 based on estimate provided by vendor, Minuteman Trucks, and to complete and pay for known repairs to various fire department apparatus in excess of what is available within the department's budget. Memo, supporting estimate, and invoices provided via email to the Finance Committee Chairman.

Mr. Aznavoorian noted that this will bring the reserve fund down to approximately \$30,000. Mr. Montuori noted that he plans to address this at town meeting.

MOTION: Mr. Lisiecki made the motion to approve Reserve Fund Transfer No. GRF-3 as presented above; seconded by Mr. Koscmiersky and the motion carried 3-0.

3) Finance Committee Matters of Interest (as applicable)

Discussion took place on closing the South Fire Station. Mr. Aznavoorian noted that he would be opposed to this. Mr. Cooke suggested closing the North Fire Station in the evening hours. Mr. Lisiecki suggested hiring more firefighters to reduce overtime costs.

4) Committee Member Reports (as applicable)

None

5) Approval of Meeting Minutes

There was no meeting minutes presented for approval.

6) Approval of Recording Secretary and Timesheet

There was no time sheet presented for approval.

7) Future Proposed Meeting Dates (subject to change)

The next meeting is scheduled for Thursday, April 9, 2015.

Adjourn.

MOTION: Mr. Lisiecki made the motion to adjourn at 8:55 p.m.; seconded by Mr. McDermott and the motion carried 5-0.

Approved: February 25, 2016

Documents Presented and/or Discussed
April 2, 2015

- 1) FY16 Shawsheen Tech budget
A copy can be found with the Finance Department or Shawsheen Technical School
- 2) Town Manager's Recommended FY16 budget
A copy can be found with the Town Manager or Finance Department
- 3) General Fund Transfer Request #36
A copy can be found with the Finance Department
- 4) Reserve Fund Transfer Request # GRF-3
A copy can be found with the Finance Department